

SELF-SERVICE CENTER

INSTRUCTIONS FOR COMPLETING A VOLUNTARY PETITION FOR AN ORDER OF PATERNITY

TO COMPLETE THIS FORM AND FILE THE PETITION YOU WILL NEED:

- The complete name and social security number (if established) for each parent, and the date and place of birth of the father.
- You might also need other documents as described in Item 6 on next page.

1st Form: **FAMILY COURT COVER SHEET**

TYPE OR PRINT NEATLY USING BLACK INK ONLY.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet: [x] Paternity.

Information about the Petitioner, the person filing these papers: Write in the information requested in the space provided. If you do not have a cell phone or email address, leave those spaces blank. If your address and telephone numbers are protected, write "Protected"; you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the Respondent, other party: Write in the information requested for the Respondent. If some of the information requested does not apply, leave those spaces blank, otherwise fill in all spaces for which you know or can find the requested information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: Check the box to indicate at which courthouse location you are filing these documents: Downtown Phoenix, Mesa, or Surprise.

2nd Form: **VOLUNTARY PETITION FOR ORDER OF PATERNITY**

FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK ONLY.

- (1) Fill in the name, address, and phone number of the person filing the form.
- (2) List the name of the parent who is filing this document on the line for Petitioner and the other parent's name on the line for Respondent.
- (3) Leave this item blank. The Court will provide the case number.
- (4) Fill in the ATLAS number IF one has been assigned; if none, leave blank.

- (5) List the name(s) of the child(ren) for whom you want the Court to issue an Order of Paternity. If you need to list more children, write in "Continued on next page." Attach page and label that continued section: "Parents request Paternity Order for:" and list the children's name, date of birth, and place of birth in the same manner as in #5 on the first page.
- (6) Mark the one box that applies to your request.
- **Affidavit of Acknowledgment** -- Mark this box if both parents are signing this Request to tell the Court that you both agree that the man named as father on this request IS the father.
 - **Genetic Testing** -- Mark this box if both parents agree to be bound by the results of genetic testing, and you have a copy of the test results showing that the individual named as the father has not been excluded as the natural father.
- (7) IF you want to change the child(ren)'s name(s) on the birth certificates (to add the father's last name or other reason), list the current name on the left and list the desired new name on the right. If you need more lines, write in "Continued on next page," attach page and label the continued section "Parents request name change" and list the children just as in #6 on the first (old name on left, new name on right).
- (8) Fill in the information requested for the mother of the children. If the mother does not have a Social Security Number, leave that line blank or write "None".
- (9) Fill in the information requested for the natural father of the children including where the father was born (city, state, and country). If the father does not have a Social Security Number, leave that line blank or write "None".

**SIGNING THIS FORM CREATES RIGHTS AND RESPONSIBILITIES FOR BOTH PARENTS.
READ THE "IMPORTANT NOTICE" BEFORE SIGNING.**

- (10) The natural mother AND father must sign on this line in front of a notary public or Clerk of Court. By signing this form, you are telling the Court that the information on the form is true and correct to the best of your knowledge, under penalty of law.

WHEN YOU HAVE COMPLETED THIS FORM: Complete an "**Order of Paternity**" form.
(See separate instructions page for that one page form).

WHEN YOU HAVE COMPLETED ALL FORMS:

- Make one copy of the "**Voluntary Petition for Order of Paternity**," one copy of the "**Order of Paternity**," and one copy of any necessary attachments (such as a lab report).*
 - Separate your documents into two sets: one set of originals and one set of copies.
 - The **ORIGINALS** should include: (1) "Family Court Cover Sheet," (1) "Voluntary Petition," (1) "Order of Paternity," **AND** one lab report.*
 - The **COPY** set requires only: "(1)"Voluntary Petition," (1)"Order of Paternity," and (1) lab report.*
- * The Lab Report is only necessary if you checked the box for "Genetic Testing" in #6.
- Take the forms and any necessary attachments to the Office of the Clerk of the Superior Court at any of the four (4) Maricopa County courthouse locations:
- Downtown Phoenix, 201 West Jefferson, Phoenix, Arizona
 - Northeast Phoenix, 18380 North 40th Street, Phoenix, Arizona
 - Southeast Court, 222 East Javelina Drive, Mesa, Arizona
 - Northwest Court, 14264 West Tierra Buena Lane, Surprise, Arizona
- Pay the filing fee of **\$271.00** If you cannot pay the fee, you may ask the Clerk's Office or the Self Service Center for the forms to apply for a deferral (delayed payment plan).
 - Give both the Originals and the Copies to the Clerk.

The Clerk will stamp and sign the original and the copy of the Paternity Order and return the copy to you. The Clerk will also forward a copy of the Order of Paternity to the Arizona Department of Vital Records where they will enter the new information on the birth certificate (and to the Attorney General's office as well). Certified copies of the Order and the new birth certificate may be obtained for an additional fee.